

Appendix G

SAMPLE ACCIDENT INVESTIGATION & REPORTING POLICY

A thorough accident investigation is critical in determining why an accident occurred and what can be done to prevent recurrences. It is an “after the fact” process in that an accident and/or injury have already occurred. Investigations may also be considered a proactive prevention process with a goal of preventing the accident from happening again.

- Accidents generally are caused by unsafe acts or conditions. To determine the cause of accidents, it is necessary to examine the following five elements.
 1. People
 2. Machine
 3. Material
 4. Methods
 5. Environment
- Supervisors are responsible for investigating all injury or illness accidents as soon as possible after they are reported. The agency hereby adopts the forms and guidelines found in the State of Montana Employee Safety Program, Section VI. These forms should be completed by the employee and supervisor and submitted to the Safety Coordinator within five business days. A copy should be sent to the Director of agency head.
- Investigation results will be documented. The division administrator and the Safety Committee if applicable should review results and recommendations.
- “Near miss incidents” or non-injury accidents which involve property or equipment damage should also be investigated. Actions taken to correct and eliminate “near miss incidents” will prevent more severe injury or damage accidents and are the supervisor’s responsibility.
- Incidents involving students or the public should be investigated. They are not workers’ compensation related, but the prevention of these incidents is important to the overall safety program.

Appendix H

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

AGENCY/EMPLOYEE INFORMATION

AGENCY _____ DIVISION _____ LOCATION _____
EMPLOYEE _____ AGE _____ OCCUPATION _____
DATE OF INJURY _____ HOUR _____ AM PM
DATE REPORTED TO EMPLOYER _____
LENGTH OF EMPLOYMENT _____ ON THIS JOB _____
SHIFT _____

DESCRIPTION

1. Describe the accident. Include the machine, object or substance involved and explain exactly what the injured worker was doing.
2. What did each co-worker or witness say about the accident? (If necessary, attach additional sheets.)
3. If pain gradually occurred, how does the employee relate this problem to work?
4. Have other employees had injuries, accidents or near misses at or near this job site? If so, when, where and how are they related to this accident?

RESULT

5. Has the worker sought medical treatment? ☐ YES ☐ NO DATE _____
6. What part(s) of the body were injured? (Be specific, i.e., left knee.)

CAUSE

7. Identify the causes of the accident by checking the appropriate boxes below. Remember all causes should be identified so they can be eliminated.

ORGANIZATIONAL CAUSES

- ☐ Inadequate job training
- ☐ Failure to enforce safe job procedures
- ☐ Inadequate standards for hiring, placement and upgrading
- ☐ Lack of safe job procedures
- ☐ Lack of motivation or incentive to work safely
- ☐ Lack of adequate supervisory training
- ☐ Management disinterest in accident prevention
- ☐ Lack of competent safety staff services
- ☐ Management unawareness of safety fundamentals

maintenance measures

- ☐ Failure to assess true accident costs
- ☐ Failure to conduct planned safety inspections
- ☐ Failure to implement adequate preventative
- ☐ Failure to incorporate safety standards in purchasing practices
- ☐ Failure to incorporate safety standards into the design of production facilities

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